



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 5800.1S

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30 Apr 16

NAVCRUITDIST NEW YORK INSTRUCTION 5800.1S

Subj: POLICIES CONCERNING SURRENDER OF UNAUTHORIZED ABSENCE AND
DESERTER PERSONNEL TO NAVY RECRUITING DISTRICT NEW
YORK FACILITIES OR PERSONNEL

Ref: (a) MILPERSMAN 1600-030
(b) MILPERSMAN 1600-050
(c) MILPERSMAN 1600-070

Encl: (1) Navy Recruiting Station Checklist
(2) Memorandum of Understanding
(3) NRD Travel Information Worksheet
(4) Sample Return to Military Control (RMC) Message

1. Purpose. To publish policy concerning the surrender of unauthorized absentees and deserters to Navy Recruiting District New York.

2. Cancellation. NAVCRUITDISTNYINST 5800.1R

3. Background

a. Individuals in either an Unauthorized Absence (UA), (more than 24 hours but less than 30 days), or Deserter status, (anyone on unauthorized absence 30 days or more), occasionally surrender to NRD New York. Reference (a) stipulates that UA personnel and deserters may be received by any military facility manned by Active Duty personnel and Navy Recruiters may not reject returning unauthorized absentees or deserters.

b. This command is not manned with trained Master-At-Arms or law enforcement personnel and therefore will only take custody of self-surrendering unauthorized absentees and deserters. Personnel surrendering unwillingly, i.e., being forced to surrender by relatives or law enforcement agencies, must be referred to the Navy Collection and Information Center (NACIC) at (877) 663-6772.

4. Action. Navy Recruiting District New York personnel shall, when an **unauthorized absentee** surrenders at any facility, accomplish the following:

a. Navy Recruiting Station shall:

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(1) Immediately contact the Command Duty Officer (CDO). The CDO will contact the Command Master Chief (CMC) and Administrative Officer (AO) and relay the circumstances and information on the member.

(2) Complete the Absentee Collection Checklist, enclosure (1).

(3) Muster the surrendering service member daily until orders are received to return member to his/her parent command.

(4) Have the surrendering service member sign the Memorandum of Understanding, enclosure (2), defining their responsibilities to return to his/her parent command.

(5) Escort the surrendering service member to the airport.

b. Command Master Chief shall:

(1) Contact the parent command and obtain confirmation of member's status and the date and time unauthorized absence began.

(2) If the parent command cannot be contacted or questions arise concerning member's status, contact the Navy Collection and Information Center (NACIC) at (877) 663-6772.

(3) Provide parent command contact information for the AO.

c. Administrative Officer shall:

(1) Complete enclosure (3) with the assistance of the Navy Recruiting Station where the member surrendered.

(2) Coordinate with Personnel Support Detachment (PSD) Groton to return member to parent command.

(3) Prepare and send a Return to Military Control message per reference (c) and enclosure (4).

(4) Once ticket is approved by PSD, provide orders and an "electronic ticket" to facilitate the member's return to his/her parent command. Provide flight information of the surrendering service member to the parent command.



J. W. STICHT

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NAVY RECRUITING STATION ABSENTEE COLLECTION CHECKLIST

When a deserter or unauthorized absentee voluntarily surrenders at an Navy Recruiting Station complete the following actions:

1. If member is from another service (Army, Marine Corps, Air Force) make log entry of time, date, location, and name of Recruiter they surrendered to. Contact CDO, CMC and AO and the nearest service recruiting office to transfer custody. _____

2. If member is from U.S. Navy make log entry of time, date, location and name of Recruiter. _____

3. Contact CDO or CMC and AO to provide pertinent data. _____

4. If after working hours use steps 2-3 and inform member to report to NRD Headquarters on the following workday. _____

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Date

MEMORANDUM

From: Commanding Officer, Navy Recruiting District, New York
To: _____
(Name/Rate/SSN of surrendering service-member)

Subj: REPORT OF SURRENDER OF (UNAUTHORIZED ABSENTEE OR
DESERTER)

1. You _____ surrendered to Navy Recruiting
(Name/Rate/SSN)
District, New York at _____
(Time/Date)

2. Your parent command has been contacted, and your UA/Deserter
status has been confirmed. Permanent Duty Station point of
contact and command address is as follows:

3. Upon receipt of Technical Arrest Orders, member named above is
ordered to return by any means possible to Parent Command for
duty, no later than two hours after arrival at Permanent Duty
Location.

(Signature of LPO/LCPO/AO)

ACKNOWLEDGEMENT: I, _____
(Complete Name/Rate/SSN of Absentee/Deserter) acknowledge receipt
of this memorandum and certify that I understand thoroughly the
directions contained herein.

Date_____
Signature of Absentee/Deserter

Copy to:
AO

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NRD Travel Information Worksheet

Name: (Last, First, Middle): _____

SSN: _____ Rate/Rank/Grade: _____

Purpose of Travel: _____

Travel Mode: () GMV () POV () GOV () Air () Train ()
Taxi

Frequent Traveler Number: _____

Facilities available: () GOV Messing () GOV Lodging ()
Navy Lodge

Needs: () Rental Vehicle () Hotel () Advance Per Diem

Desired Itinerary:

Date	Time	Location
Depart: _____	_____	_____
Arrive: _____	_____	_____
Depart: _____	_____	_____
Arrive: _____	_____	_____

Command/activity: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

Account Type: () Savings () Checking

Financial Institution Name: _____

Routing Transit Number. Obtained from your financial institution
or from the nine digit number on the bottom left corner of your
check: _____

Account Number: _____

Signature of Applicant: _____ Date Signed: _____

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Return to Military Control
Sample Message

ZNR UUUUU
FM NAVCRUITDIST NEW YORK NY
TO COMNAVPERSCOM DET NAVABSCOLLINFOCEN MILLINGTON TN//001//
USS GEORGE WASHINGTON 00D1//
INFO COMNAVPERSCOM MILLINGTON TN//PERS-68/PERS-4013//
DFAS CENTER CLEVELAND OH//JJJ//
FISC CHEATHAM ANNEX WILLIAMSBURG VA//JJJ//
NAVCRUITDIST NEW YORK NY//
UNCLAS //N01626//
SUBJ/REPORT CONTROL SYMBOL BUPERS 1600-2, RETURN OF DESERTER
NAVPERSCOM(PERS-00D1//
MSGID/GENADMIN/NRD NEW YORK//
POC/PEREZ/CMDCM/516-683-2532/(917)299-8246/RAFAEL.PEREZ2@NAVY.MIL//
RMKS/1. BMSN, JOSEPH SAILOR, USN, XXX-XX-1234
2. DESERTER FROM USS GEORGE WASHINGTON (CVN 73) SINCE 0700L,
03APR07.
3. SURRENDER TO NAVY RECRUITING DISTRICT NEW YORK AT 1300L,
25JUL07.
4. RETURNED TO MIL CONTROL 1300L, 25JUL07 AT NAVY RECRUITING
DISTRICT NEW YORK.
5. NOK/READINESS COMMAND STAFF CHAPLAIN HAVE NOT BEEN NOTIFIED
OF MEMBER'S RETURN TO MILITARY CONTROL. PARENT COMMAND WILL
NOTIFY.

(CONTACT PSD PRIOR TO SENDING ANY MESSAGE)

Enclosure (4)